

MILPERSMAN 1306-923

PAY AND PERSONNEL ADMINISTRATIVE TRAINING TEAM (PPAT) AND THE PERSONNEL ADMINISTRATIVE TRAINING GROUP (PATG)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background.** Pay and Personnel Administrative Training Team (PPAT) and the Personnel Administrative Training Group (PATG) visit ships, aviation squadrons and other fleet/shore units.

a. They provide training to Yeoman (YN), Personnelman (PN) and Disbursing Clerks (DK) personnel in general administration, publications/directives, correspondence/reports control, Officer Distribution and Control Report (ODCR)/Enlisted Distribution and Verification Report (EDVR), Diary Message Reporting System (DMRS), MANPOWER/NEC management, Non-Judicial Punishment (NJP)/Administrative Separations (ADSEPS), Educational Services Office (ESO), EVALS/FITREPS, and all pay/personnel functions such as: receipts/transfers, leave accounting, reenlistment/separations, Basic Allowance for Housing (BAH)/Basic Allowance for Subsistence (BAS)/Family Separation Allowance (FSA), career sea pay/premium, Selective Reenlistment Bonus (SRB), payrolls, ATM, travel claims, financial returns and public/collection vouchers.

b. PPAT is part of the Afloat Training Group (ATG), Pacific, and is located in San Diego, CA.

c. PATG is part of the Afloat Training Group (ATG), Atlantic, located in Norfolk, VA.

d. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. To qualify for assignment to either PPAT or PATG, an individual must:

(1) Be a YN/PN/DK, E-6 or above.

(2) Have previous operational and supervisory shipboard/squadron experience.

(3) Be serving as a supervisor in a Personnel/Administrative/Disbursing Office for a minimum of one year at time of assignment to a PPAT or PATG on independent duty.

(4) Possess and demonstrate a superior degree of rating knowledge and competence, and applicant must have expert working knowledge of the Defense Joint Military Pay Systems (DJMS), pay entitlement and procedures.

(5) Have demonstrated ability to communicate effectively in the English language. Must be able to verbally articulate in a logical and coherent manner and must possess the composure to brief senior officers. Must be able to write reports using proper sentence structure, correct noun/verb tense agreement and punctuation. Legible penmanship is also required.

b. Requests for assignment to PPAT or PATG shall be submitted to Navy Personnel Command (NAVPERSCOM) (PERS-402B) via:

PPAT: Commander
Afloat Training Group, Pacific (Code N-2)
Harbor Drive and Nimitz Boulevard
San Diego, CA 92147-5000

PATG: Officer in Charge
Afloat Training Group Personnel Admin Training
8870 First Street STE 150
Norfolk, VA 23511-3788

c. Complete section A of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.